



Government Purchase Card

Initial Training



11 April 2007

**Jim Chapman
50 CONS/LGCP**





Agenda

- **Introduction and Program Structure**
- **Responsibilities & procedures**
 - **Cardholder (CH)**
 - **Approving Official (AO) [formerly Billing Official]**
 - **GPC Program Office (A/OPC)**
 - **Financial Services Office (FSO)**
- **Ethics**
- **The U.S. Bank On-line Banking System-- C.A.R.E. (Customer Automated Reporting Environment)**



Advantages of C

- **Streamline procurement - you get supplies/services quicker**
- **Reduces procurement costs - \$15-100 per trans when using card vs. CONS doing it**
- **Worldwide merchant acceptance**
- **Proven payment device - Vendor paid within 2-3 days after batching charges to bank**
- **Rebates from bank**



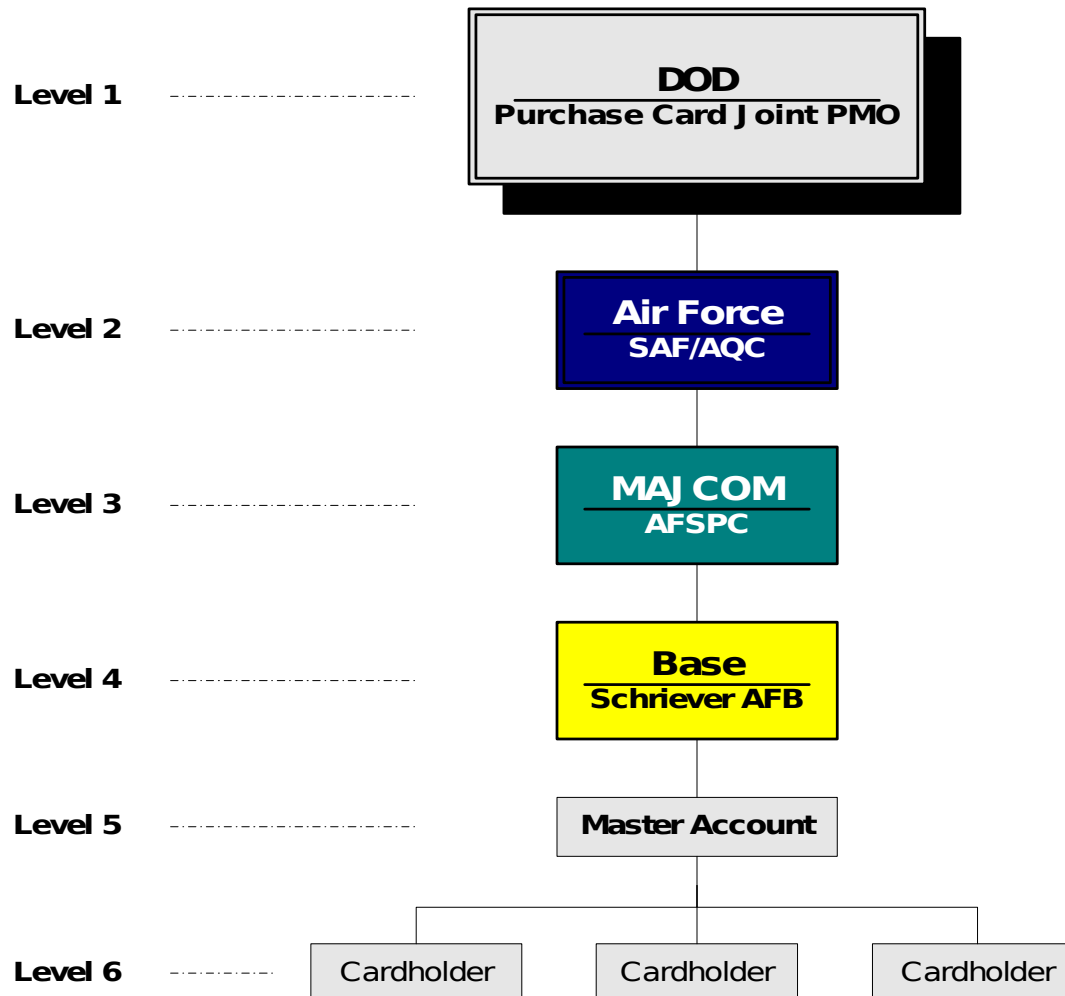


Introduction

- **GPC Regulation - AFI 64-117, Jan 2006**
- **Federal Acquisition Regulation (FAR)**
 - **FAR 8 - Mandatory Sources (Suppliers)**
 - **FAR 13 - Simplified Acquisition Procedures**
 - **<http://farsite.hill.af.mil>**
- **Purchases using appropriated funds limited to official, authorized transactions only**



Purchase Card Program Structure





Program Structure

- **Level 4:**
 - **Schriever A/OPC (Agency/Organization Program Coordinator) -**
 - **James Chapman (Primary) 7-3855**
 - **Larry Thanscheidt (Alternate) 7-6900**
 - **E-mail - gpc@schriever.af.mil**
 - **Fax: 7-5663**
 - **Responsibilities include:**
 - **Program implementation**
 - **Training**
 - **Monitoring**
 - **Liaison between AFSPC, the Bank, the Financial Services Officer, and installation organizations**



Program Structure

- **Level 5:**
 - **Base organization with master account (main account under which cardholders (CH) are appointed)**
 - **Approving Official (AO) serves as the level 5 agent**
 - **Responsibilities include:**
 - **Approval/disapproval of all purchases made by CH**
 - **Funds accountability**
 - **Surveillance of cardholders**



Program Structure

- **Level 6:**
 - **Cardholder (CH)**
 - **Responsibilities include:**
 - **Making authorized transactions**
 - **Mandatory sources**
 - **Fair and reasonable price**
 - **Proper use of O&M funds**
 - **Logging and reconciling transactions**
 - **Approval of all valid transactions**



New Policies of GPC Program

- **50% Post-Consumer Recycled Paper**
- **7:1 - 7 cardholders or less to one billing official**
- **Checking - Two Strikes**
- **CHs Cannot Be AOs**
- **30 Days and Must Have Letter from CC**
- **Independent Verification of Receipt**



Authorized & Unauthorized Purchases

- **Unauthorized purchases**
- **Authorized Purchases**
- **Purchases requiring approval or coordination**



Authorized Use of the GPC

- **Supplies, equipment, and non-personal services up to the micro-purchase limit (\$2,500)**
- **Construction projects up to \$2,000**
- **Recurring services**
 - **not to exceed \$2,500 per fiscal year**
- **Distribute purchases equitably among qualified suppliers**



Purchases Exceeding \$2,500

Single purchase limit up to \$25K only for purchases applicable to the following:

- **Training - pay up to 60 days in advance of start date**
- **UNICOR**
- **Defense Automated Printing Services (DAPS)**
- **Direct to GSA**
- **To commercial vendors with GSA contracts**
- **Blanket Purchase Agreements (e.g. Dell, Micron, etc.)**
- **Other pre-priced contracts (VA, DLA)**
- **Indefinite Delivery/Indefinite Quantity (IDIQ) contracts (e.g. Wireless service BPA's)**



Procedures for Purchases above \$2,500

- **Complete Data Collection Sheet**
 - Verify company has pre-priced **GSA** contract
 - AFI requires **comparison of three** contracts
 - Report socio-economic data
- **Approving Official must send/sign Data Collection Sheet**
- **Send/Fax Data Collection Sheet to GPC office before making purchase**
 - **Fax number: 567-5663**



Example Data Collection Sheet (DCS)

- **Form is now fillable & emailable**
- **Must be completely filled out**
- **Must show 3 GSA sources**
- **Provide short justification**
- **Fill in as much socio-econ data as possible - get from company if needed**
- **AO must email or sign and fax - email from AO email address is verification substituting for electronic signature**
- **jim.chapman@schriever.af.mil or larry.thanscheidt@schriever.af.mil or gpc@schriever.af.mil**
- **GPC office will approve and return**
- **Fax number: 567-5663**



Unauthorized Purchases





Unauthorized Purchases

- **Cash Advances - for example - Paypal, “middleman” payment services**
- **Travel-Related Purchases**
- **Rental/Lease of Land or Bldgs exceeding 30 days**
- **Aviation, Diesel, or Gasoline Fuel or Oil for Aircraft or Motorized Vehicles**
 - **Does not include lawnmower/weed eater**
- **Repair of GSA-leased vehicles (under contract)**
- **Telecommunications Systems (e.g. DSN)**
- **Hazardous/dangerous items (explosives)**



Unauthorized Purchases

- **Recurring service in excess of \$2,500 per year or one that is on an existing 50 CONS contract**
- **Printing or copying services other than the local DAPS (including copy machines)**
- **Personal services**
- **Gifts**
- **Entertainment**
- **Classified or sensitive items**



Unauthorized Purchases

- **Construction exceeding \$2000**
- **Utility services**
- **Purchases requiring advance payments**
- **Purchases from government employees**

- ❖ **See AFI 65-601, Vol. 1 and AFI 65-301 for more detailed guidance on the use of appropriated funds.**
 - ❖ **If in doubt, call FM - ask the financial experts!**



Purchases Requiring Authorization/Coordination/ Review



Authorization

- **Hazardous materials.**
 - **Authorization: Base Hazmart Team**
- **Communication and computer equipment and software.**
 - **Authorization: Communications Squadron**
- **Medical Items**
 - **Authorization: Medical Supply Officer**
- **Paid Advertisements**
 - **Authorization: under \$2,500 - commander or vice commander**
 - **Authorization: over \$2,500 - MSG/CC (for other than AFMC)**



Authorization

- **Visual Information, Electronic Digital Imaging and Video Equipment**
 - **Authorization: Base Visual Info Manager**
- **Test Measuring & Diagnostic Equipment**
 - **Authorization: Precision Measurement Equipment Laboratory**
- **Rental/lease of material handling equipment/fleet motor vehicles**
 - **Authorization: Transportation Squadron**
- **Rental/lease of Materials Handling Equipment of Aircraft Support Equipment when deployed**
 - **Authorization: Deployed commander**



Authorization

- **Centrally Managed XB/XF Items Related to Weapon Systems**
 - **Authorization: Weapon System's Program Director**
- **Construction, Civil Engineer Products and Real Property**
 - **Authorization: Base Civil Engineer (Limited to \$2,000)**
- **Morale, Welfare, and Recreation (MWR) Items**
 - **Authorization: Services Division Chief and Support Group Commander**
- **Business Cards (No Commercial Printing of Cards)**
 - **Authorization: Squadron mgt to decide who needs cards**
 - **Purchase card stock for in-house printing**



Authorization

- **Printing, Copying Services, or Copier Services Provided by Commercial Sources**
 - **Authorization: DAPS**
- **Non-expendable (budget code 9) Equipment assets over \$2,500**
 - **Must establish accountability records through Base Supply and/or unit commander**
- **Repair Services for General Equipment**
 - **Must verify with 50 CONS that the repair is not already covered on contract**



Coordination/Review

- **Books, Periodicals, Manuals**
 - **Coordinate with library**
- **Professional Services (services to be performed by one who is licensed, registered, or certified, e.g., accountants, lawyers, engineers, etc.)**
 - **Coordinate with 50 CONS**
- **Domestic Express Next Business Day Small Package Delivery Service**
 - **Coordinate with TMO prior to setting up a FedEx account**



Unauthorized Purchases





HAZMAT MANAGEMENT PROCESS

Clint Moss

VOICE: 560-7490

50th CES/CEV

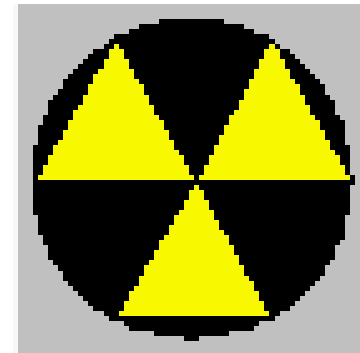
HMMP Team Leader



Tracked Items

- ❖ **Any item defined by OSHA in 29 CFR 1910.1200 as a “health hazard”, and items which are deemed a threat to our Environment. For example:**

- ❖ **Petroleum, Oils, Lubricants (POL's)**
- ❖ **Paints (all types)**
- ❖ **Compressed gases**
- ❖ **Flammable liquids**
- ❖ **Sealants**
- ❖ **Solvents**





Hazmat Purchase Procedures

- ❖ **Must have a process-driven requirement for a hazardous material**
- ❖ **Each requirement must be processed through EMIS for approval before the purchase is made**
- ❖ **The Hazardous Materials Management Process (HMMP) team reviews purchase requests for possible excesses and substitutes**
- ❖ **Customer must obtain a copy of the MSDS for the product**

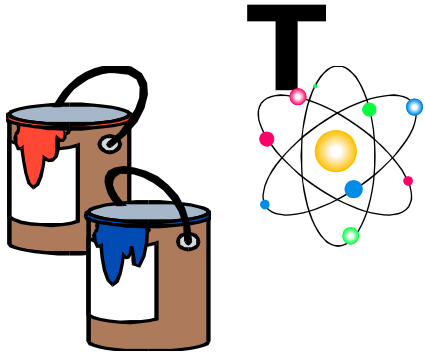


Hazmat Purchase Procedures (cont)

- ❖ **Once the item has been purchased the user must present a copy of the receipt to the HAZMART or their Chemical Staging Area (CSA)**
- ❖ **The HAZMART or CSA will record all information into EMIS for proper documentation**
- ❖ **Customer is responsible for ensuring all used or empty containers are recycled or properly disposed**
- ❖ **The HMMP performs audits checking for compliance with AFI 32-7086, *HAZARDOUS MATERIALS MANAGEMENT***



HAZMAR



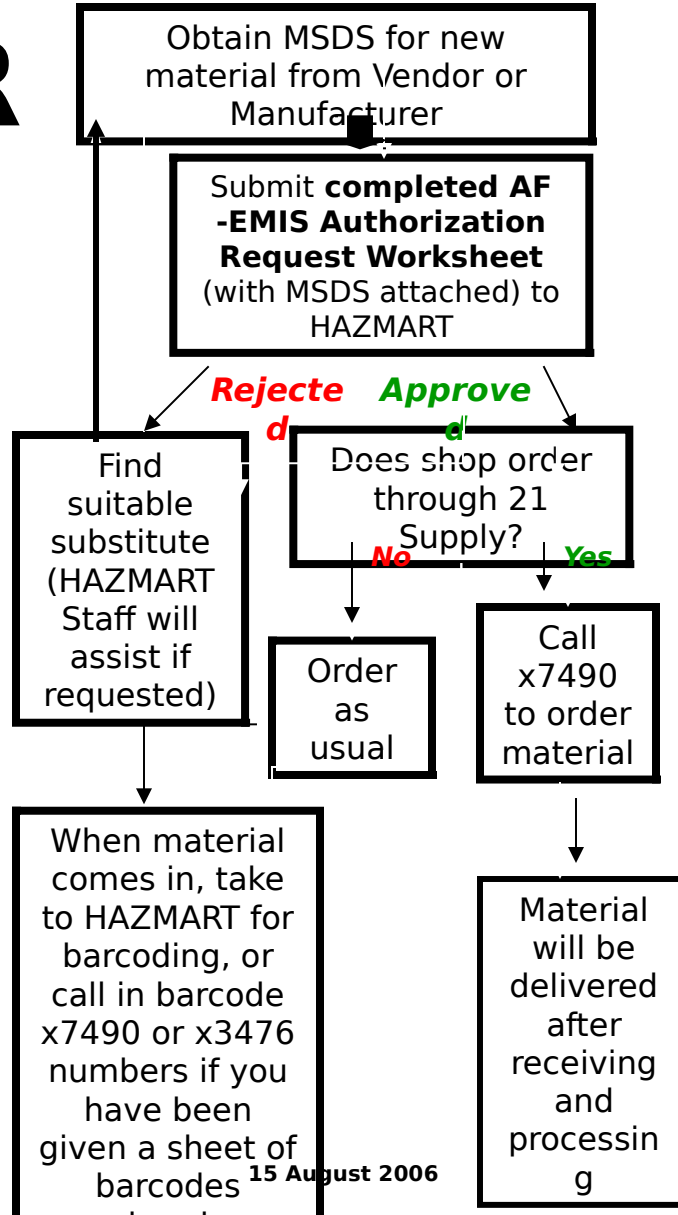
“HOW-TO” GUIDE

HAZMART Staff

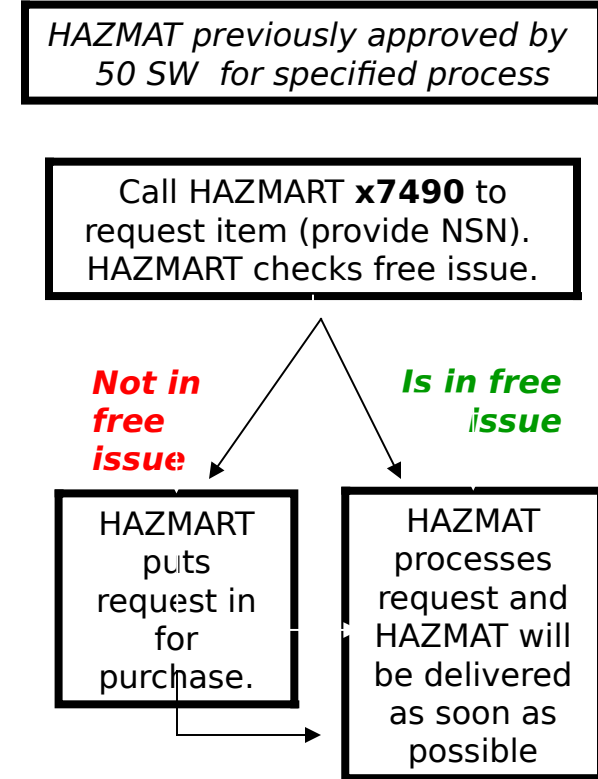
DSN 560

Clinton Moss	LGS	x7490
Earl Jones	LGS	x3476
Walt Roberts	CEV	x4023
Bill Rose	CEV	x4242

To Order a New Hazardous Material



To Re-Order a Hazardous Material





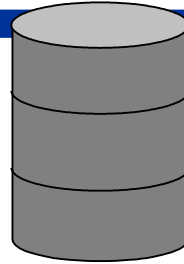
Used Material & Waste

Empty Containers

Unused Material,
Half Full
Containers



- **Clean spills off container**
- **Make sure barcode is clean**
- **Securely close container**
- **Bring material to Bldg. 613 HAZMART-ask for Clint or Earl.**
- **Tell HAZMART how much material is left in container**
- **Tell HAZMART how the material was used**



**Material must NOT
be returned to
HAZMART if:**

- It cannot be reused
- It is mixed with other materials
- There is left over material but it is unusable

**Dispose of waste
material
appropriately!**

Empty Containers
**have no product in
them!!**



Empty metal and plastic **containers must be recycled.** *If you're not sure how to recycle it: call x4242 and leave your question, your name and your phone number.*

Empty **aerosol cans must be returned** to



Special Approval/Coordination

Civil Engineering Supplies/Services





Who is the owner of all the facilities (real property) on base?

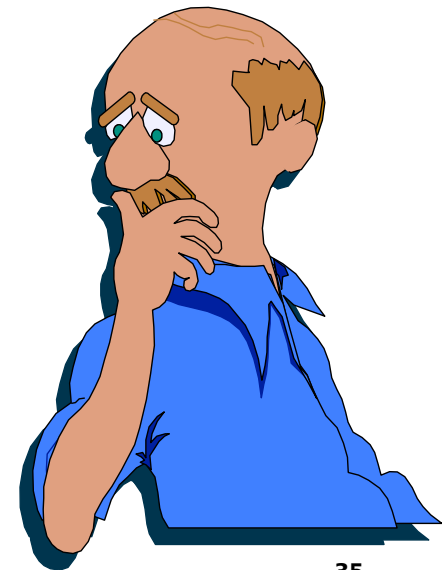
- **Building managers?**
- **Unit first sergeants?**
- **Unit commanders?**
- **Base commander?**
- **CE?**





CE is the owner

- **People using the GPC must not alter any real property without proper CES approval.**





Examples

- **Any modification or addition to a base facility**
- **Painting an office**
- **Adding or deleting a doorway**
- **Moving an electrical outlet or switch**
- **Adding additional landscaping**
- **Adding or modifying an irrigation system**
- **Adding a canopy or awning to your building**
- **Installing portable building (sheds) outside the building**



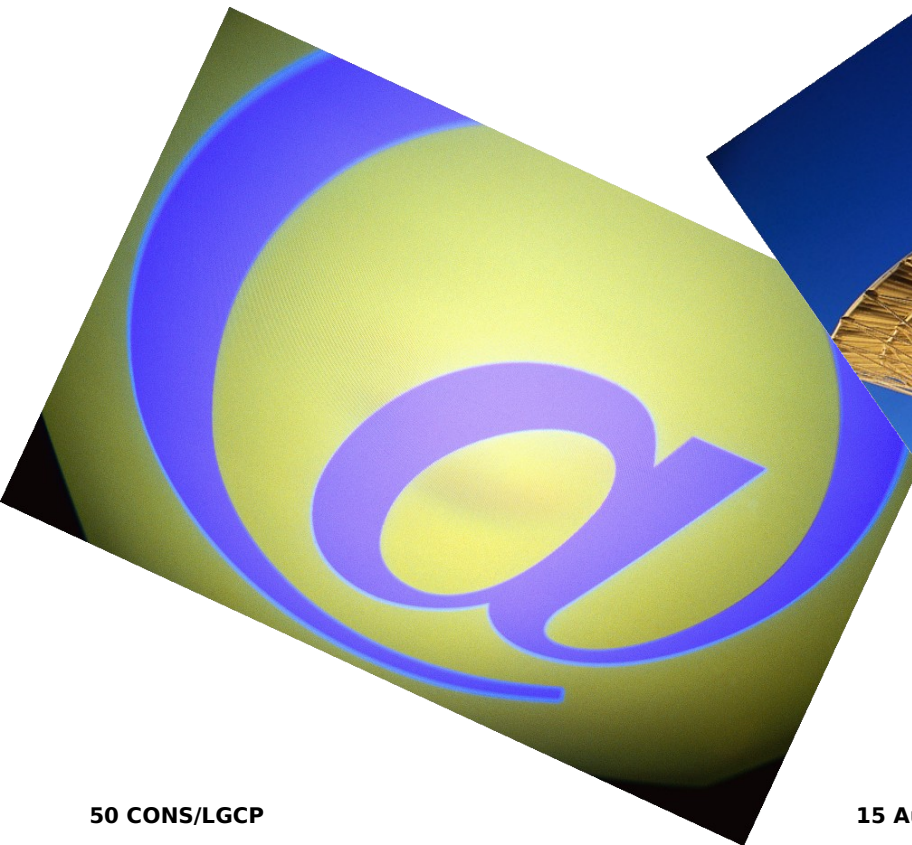
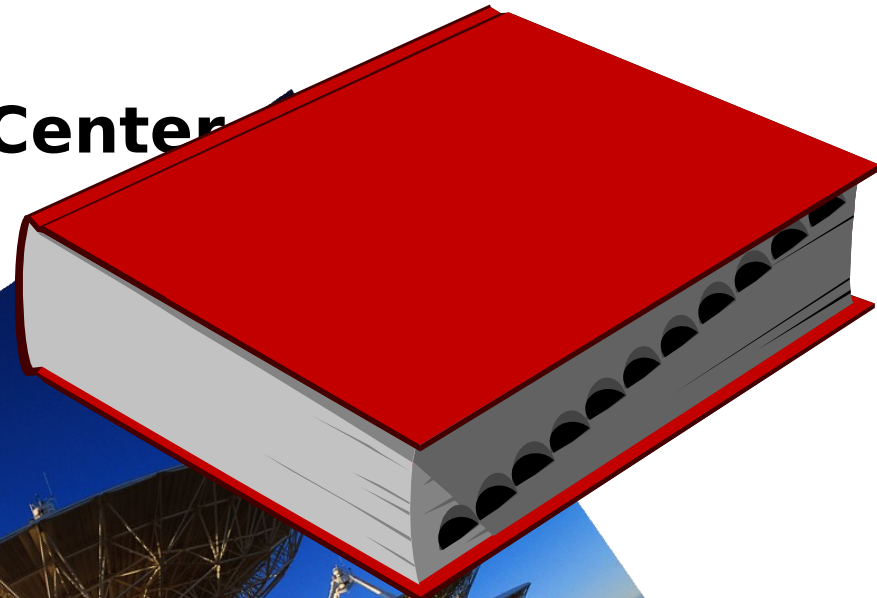
Procedures for CE Purchases with GPC

- **Approved AF Form 332, Base Civil Engineer Work Request**
 - **Blocks 1-14 signed by building manager and coordinated by the Fire Dept, Safety, and if necessary, Environmental and Bio-Environmental Engineering**
- **Total amount cannot exceed \$2,000 (to include contractor cost, paint, and maintenance of facility)**



Questions? Please call...

- **CE Customer Service Center**
50 CES/CERR
- **567-2395**





EPA Purchasing Procedures

William Rose
50th CES/CEV
Phone: 560-4242





Purchasing Procedures - EPA

- **Executive Order 13101 - Greening the Government**
 - **All federal agencies must purchase items containing post-consumer recycled materials**
 - **<http://www.epa.gov/cpg/products.htm>**
 - **required recycled content percentages for each**
 - **fact sheets about each product**
 - **lists of manufacturers and suppliers**



EPA Guideline Items

- **Exceptions - Written determination is required. Must cite one or more of the following reasons**
 - **Not available**
 - **Unreasonable price. Must include sufficient information to support price decision**
 - **Not available from sufficient number of sources to maintain level of competition. Must include list of sources**
 - **Items fail to meet performance standards or specifications**



Paying for Training and Education

- **Organizations may pay for training and education with unit funds up to \$25,000**
 - **Must receive approval from the Education Office prior to training**
 - **Submit a DD Form 1556 to Education Office/Base Training Mgt/Unit Training Mgt for approval**
 - **See AFI 64-117, page 15, para 2.11 - follow instructions completely, including 1556 for military and civilian personnel**



Accountability of Property

- **Must establish an accountability process for non-disposable items**
 - **Responsibility of unit commander to establish program**
 - **See AFI 33-101, *COMMUNICATIONS AND INFORMATION MANAGEMENT GUIDANCE AND RESPONSIBILITIES*, for computer equipment and software requirements for accountability**
 - **Make sure large ticket items are signed for (paper trail)**



Unauthorized Purchases





Establishing a GPC Account



Account set-up

- **Appointment Letter**
- **DAU Certificate (DoD GPC Tutorial)**
- **Documentation of Training**
- **AF 4009 (master account)**
- **Must turn-in all at one time to GPC program office**
- **Delegation Letter**



Establish Spending Limits

- **Cardholder Single Purchase Limit (SPL)**
 - **Designated on appointment letter**
 - **Do not split transactions to remain under SPL**
- **Monthly Cardholder Limit**
 - **Multiple transactions up to the established limit**
- **Master Account 30-Day Limit**
 - **Limit placed on master account to control all cardholders spending within the month**



Responsibilities & Procedures for GPC Operations



Responsibilities & Procedures

***GPC Agency/Organization
Program Coordinator (A/OPC)***



A/OPC Responsibilities

- **Liaison between the Bank and the GPC users**
- **Ensures GPC implementation is coordinated with the Financial Services Officer (FSO)**
- **Maintains database of all cardholders (CH's) and approving officials (AO's) for the installation**
- **Sets up new accounts**
- **Revokes or suspends account privileges**



A/OPC Responsibilities

- **Provides/Verifies training to cardholders and approving officials**
 - **4-hours of initial classroom training**
 - **DAU online training**
 - **Annual refresher training (can be one of the following)**
 - **GPC Newsletter**
 - **Online training**
 - **Classroom**



A/OPC Responsibilities

- **Annual Surveillance of all Approving Officials**
 - **Ensures approving officials review & document their cardholder accounts once a year**
{AFI 64-117, para 4.3.3.6.1.}
 - **Ensures approving officials actively review & document new cardholder accounts during the first three months of activity**
{AFI 64-117, para 4.3.3.6.1.}
 - **Random surveillance of 25% of each approving official's cardholders** **{AFI 64-117, para 4.3.3.6.1.}**



A/OPC Responsibilities

- Addresses violations of AF GPC Procedures
- 50 SW/CC Policy

Offense	Consequences
1st	<ul style="list-style-type: none">• CONS/CC notified• 30 day GPC suspension, and remedial training
2nd	<ul style="list-style-type: none">• CONS/CC notified• 60 day GPC suspension, and remedial training for AO and CH
3rd	<ul style="list-style-type: none">• MSG/CC notified• Cardholder's PC card cancelled• Approving Official duties reassigned
4th	<ul style="list-style-type: none">• Unit loses GPC privileges for 1 year



Responsibilities & Procedures

Approving Official (AO)



Approving Official Responsibilities

- **Oversight for all cardholders under his or her control (Master Account)**
 - **Transactions are valid government requirements**
 - **Transactions are made with valid funds**
 - **Compliance with AFI 64-117**
- **Authority to cancel cardholders at any time**
 - **Contact the A/OPC for cancellations**



Approving Official Responsibilities

- **Establishes spending limits - ensures limits are not exceeded**
- **Each month**
 - **Reviews each cardholder's electronic statement of account**
 - **Within 5 days, but not later than 15 days after the billing cycle, verify all transactions are appropriate and approve the statement of accounts**



Approving Official Responsibilities

- **Maintain documentation of all closed cardholder accounts for 3 years (receipts and statements)**
- **Approves cardholder's account in CARE if cardholder is absent (monthly task)**
- **Surveillance of cardholders**
 - **100% of cardholder files at least once every 12 months - document {AFI 64-117, para 4.3.3.6.1.}**
 - **Quarterly reviews of check holder files - document {AFI 64-117, para 4.3.3.6.1.}**
 - **Newly appointed cardholders within the first 90 days - document {AFI 64-117, para 4.3.3.6.1.}**



Approving Official Responsibilities

- ***Cancellation of a cardholder's account***
 - **Submit a request in writing to the A/OPC to cancel the account**
 - **Must state that all transactions have cleared the Bank and the card has been destroyed.**
 - **When possible, cardholder accounts should be cancelled 60 days prior to reassignment or retirement**



Approving Official Responsibilities

- **Cancelling an Approving Official Account**
 - **Ensure all transactions have posted to account (usually 30 - 60 days)**
 - **Submit written request to A/OPC**
 - **Unit maintains AO files for 3 years**



Approving Official Responsibilities

- **Lost or Stolen Cards**
 - ***Notify bank immediately - 1st call!!!***
 - **Submit a written report to the A/OPC within 5 days. Include:**
 - **GPC number, cardholder's name**
 - **Date and location of lost/stolen card and date reported to police**
 - **Date and time the Bank was notified**
 - **Any purchases made on the day the GPC was lost/stolen**
 - **Any other pertinent information**



Summary - AO Responsibilities

- **Maintain AF Form 4009**
- **Track/Control Spending Limits**
- **Distribute funds**
- **Approve or dispute CH statements**
- **Performs surveillances - mandatory**
- **Close out cardholder accounts as necessary**



Responsibilities & Procedures

Cardholder (CH)



Cardholder Responsibilities

- (Reference AFI 64-117, entirety of para 4.3.5)
- Coordinates purchases with Approving Official PRIOR to making purchases
- Obtain appropriate approvals (e.g. CSRD, waivers, etc.)
- Makes purchases within established spending limits only
- Maintains **MONTHLY** purchase log in CARE and all original paperwork (e.g., receipts, CSRD, waivers, Data Collection Sheets, Coordination Sheets etc.)
- Reconciles and approves Statement of Account to AO within **3 workdays** of the end of the billing cycle (**19th each month**)
- Cannot be an immediate supervisor of a AO



Cardholder Responsibilities

- **(Reference AFI 64-117, entirety of para 4.3.5)**
- **Do not split orders to stay within the single purchase limit**
 - **Do not make repeat buys of same item to avoid the single purchase limit**
 - **GAO data mining capabilities**
 - **Reports in CARE identify suspected splits each month**
- **All purchases must be received by the next billing cycle**
- **Insure all items are received**
- **Do not pay tax**



Cardholder Responsibilities

- ***(Reference AFI 64-117, entirety of para 4.3.5)***
- **Document all transactions in CARE Transaction Management log**
- **Maintain purchase documentation for 3 years**
 - **Receipts**
 - **Coordination sheets**
 - **Data Collection Sheets (DCS) etc.**
- **Use mandatory sources for supply items (Unicor, JWOD, NIB/NISH, etc)**
- **Must comply with the Affirmative Procurement Program (EPA items)**



Cardholder Responsibilities

- *(Reference AFI 64-117, entirety of para 4.3.5)*
- **Include shipping cost in total bill**
- **Rotate sources whenever practical**
 - **A special effort should be made to solicit small and small disadvantaged businesses**
- **Ensure that the price is fair and reasonable**
- **Maintain Documents generated by the A/OPC (appointment and delegation letter, training cert.)**



Cardholder Responsibilities

- ***(Reference AFI 64-117, entirety of para 4.3.5)***
- **Resolving problems with the Statement of account**
 - **Contact the vendor**
 - **If problem cannot be resolved with the vendor, then dispute the item in CARE**
 - **Disputes must be filed within 60 days from the end of the billing cycle in which the charges were posted**
- **Accept Manufacturer Rebates - make payable to the US Treasury. Forward to the FSO who will credit account**



Placing Orders

- **Identify yourself as “Ordering or Purchasing Agent” of US Government**
- **Ask vendor if he/she accepts the GPC**
- **Tell vendor you are tax exempt**
 - **State Tax ID # 98-03578**
 - **Fed Tax ID # 84-0406823**
- **Shipping charges are authorized but must be on the same charge statement as the item(s) being purchased**
- **No additional fees (e.g. Visa fee) authorized**
- **Billing must occur after shipment of all quantity**



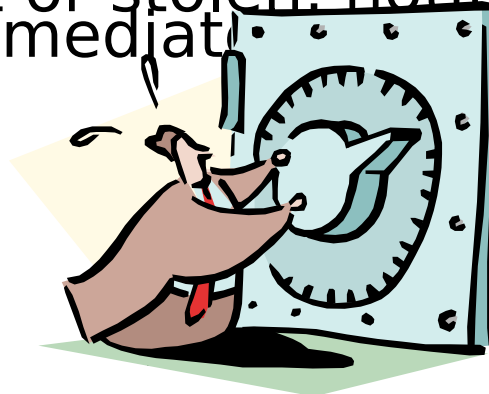
Cardholder Responsibilities

- *(Reference AFI 64-117, entirety of para 4.3.5)*
- **Extended Leave or Travel**
 - **Notify Approving Official prior to departure**
 - **CH still responsible to approve statement (unless no access to the Internet)**
- **Card cancellation**
 - **Provide approving official with record of all outstanding purchases**
 - **Cut card in half and give to AO. The AO will destroy the card and contact the A/OPC to cancel the account**



Cardholder Responsibilities

- ***(Reference AFI 64-117, entirety of para 4.3.5)***
- **Security**
 - Safeguard the GPC and account number at all times
 - Carry in your wallet or purse or keep it locked in a container or drawer
 - Do not allow anyone to use the card
 - If GPC is lost or stolen, notify billing official and bank immediately





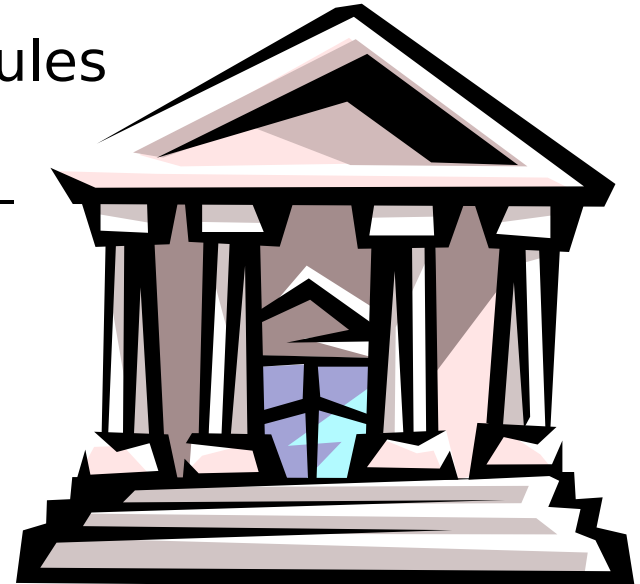
Order of Precedence- Mandatory Sources of Supply

Mandated by law -- FAR Part 8

1. Agency Stock/Excess from Other Agencies
2. UNICOR (Federal Prison Industries)(FPI)
3. JWOD (NIB/NISH)

Video

4. Mandatory Federal Supply Schedules
5. Wholesale Supply Sources
6. General Services Administration –
www.afadvantage.com
www.gsaadvantage.com
7. Other commercial sources





Order of Precedence - Mandatory Sources

- 1) Agency Stock/Excess from Other Agencies
 - Check bulletin board for free issue
 - DRMO

- 2) UNICOR (FPI) Furniture, toner cartridges, linens)
 - www.unicor.gov
 - Compare UNICOR with two other sources
 - Exceptions to buying UNICOR
 - Less expensive
 - Better quality
 - Timeliness of delivery
 - Under \$2,500



Order of Precedence - Mandatory Sources

3) National Industries for the Blind/Severely Handicapped (NIB/NISH)

- JWOD Products (Office supplies)
- Must buy from NIB/NISH *REGARDLESS* of price
- www.jwod.gov (NIB/NISH list of authorized distributors)
- www.jwod.com (purchasing website)
 - Should not be patronizing stores like Office Depot, Office Max, Staples, Best Buy etc.
- Use Envision Express, Office Depot on-line, JWOD.com, small JWOD office suppliers



Order of Precedence - Mandatory Sources

3) Depots (I.E.U. Equipment)

XXXXXXXXXXXXXXXXXXXXXXX

4) Other

- Optional Schedules; e.g., GSA Advantage website
 - www.gsa.advantage.gov
 - www.afadvantage.gov
- Open-market commercial sources



Order of Precedence (AFWay)

- Use AFWay for all IT purchases up to \$25,000
 - **<https://afway.af.mil>**
- Must establish AFWay account
 - **POC - Brenda Barfield (Base Equip Custodian) 567-7947**
- Items available on AFWay are under pre-priced contracts
- Items from RFQs may be Open Market purchases
 - **\$2,500 limit on open market purchases**



Single Purchase Limit - Huh???

- **The SPL means that for one single item or several items comprising one single purchase, you can spend up to \$2,500.00**
- **Raising the SPL: To make purchases between \$2,500 and the maximum of \$25,000 you must:**
 - **Receive PRIOR approval from Contracting**
 - **Have approved data collection sheet**
 - **Must show three sources, including the one you purchase from**
- **Must purchase from GSA, a BPA or a FSS - otherwise use of the GPC is not authorized due to open competition rules**
- **If GPC use is not authorized - Must use AF Form 9**



Single Purchase Limits - For Example

- **The SPL is set to cover your largest single purchase less than or equal to \$25,000**
- **The SPL is not a total of what you need to spend**
- **For example: you need to buy several separate items, they cost:**
 - **\$8,000, \$9,000 and \$10,000 each**
 - **\$27,000 is the total for all three**
- **Your SPL is set at \$11,000 to make sure each individual charge is covered, including the largest**
- **After the charges process, notify us to lower your SPL back to the normal \$2,500**



Single Purchase Limit - Peculiarities - Example

- **Envision Xpress - uniforms on account**
 - **Each person costs \$1,900**
 - **Six charges in one month**
 - **CH goes over, Envision swipes card**
 - **Charges total \$11,400.00**
- **Send us DCS in advance, and ask for SPL to be increased**



Summary C/H Responsibilities

- **Purchase limits and funds availability**
- **Do not split requirement**
- **Tax exemption**
- **Documentation**
- **Mandatory supply sources**
- **Single Purchase Limits**



Unauthorized Purchases





***Responsibilities &
Procedures***

***Financial
Services Office
(FSO)***



Financial Services Office

Schriever AFB Liaison Office

POC: TSgt Ronald Martinez

567-5078





Financial Services Office

- **Responsibilities - POC on financial issues**
 - **Pays Invoice for Wing**
 - **Tracks delinquencies**
 - **Tracks over-expenditures**
 - **POC for Automated Business Services System and loading funds from Air Force Forms 4009 (ABSS)**
 - **Increases/decreases AF Forms 4009 when requested**



Financial Services Office

- **Funding Document (AF Form 4009)**
 - **FSO loads quarterly limits into the master account via the Bank's electronic system**
 - **AFI 64-117, para 4.3.6.2**



Financial Services Office

- **Funding Document Number**
 - **AF 4009 Document Number**
 - **Last 12 digits of billing official account number + the fiscal year**
 - **Upper left corner of document**
 - **Example 30456789123403**
 - **Master Account Code**
 - **Entire 16-digit billing official account number**
 - **Upper right corner of document**
 - **Example 4716304567891234**



Government Purchase Car

ETHICS



Introduction

- Purpose of Ethics Training
 - Inform users and procurement officials of their duties and responsibilities
 - Consequences for failing to follow those duties and responsibilities



General Considerations

- GPC is for Official Use Only



Charging it to Uncle Sam, March 13, 2002 www.cbsnews.com

"...DoD employees have also used the cards for everything from junkets to casinos and strip clubs to personal shopping sprees." Bob Orr, CBS



Credit card abuse details widen, July 19, 2002 www.fcw.com

"The latest in a series of hearings looking at waste, fraud and abuse of government-issued credit cards described Army personnel who used the cards to pay for cruises, gamble online and get cash for use at strip clubs... You name it. They're doing it." Christopher Dorobek, FCW



Ethical Responsibilities

- **Conflicts of Interest**
- **Gratuities**
- **Penalties**



Conflicts of Interest

- **Do not participate personally in any government matter that would affect the financial interests of:**
 - (1) You,**
 - (2) Your spouse,**
 - (3) Your minor child,**
 - (4) Your general partner,**
 - (5) An organization in which you are serving as an officer, director, trustee, general partner, or employee**
 - (6) An organization with which you are negotiating for employment (or have an arrangement for future employment)**



Conflicts of Interest

- **Ensure you do not create a conflict between your financial interests and those of the government.**
 - **“Financial interests” include stocks, off-duty employment, etc.**
 - **“Your” includes household members, prospective employers, and close business relations.**
- **Avoid even the appearance of impropriety**



Conflicts of Interest

- **Remedies Prior to Action**

Inform supervisor

Report to ethics counselor

Disqualify yourself from that purchase

Possible waiver



Gratuities

- **OK to accept gifts up to \$20 in value at one time from each source**
 - **Total of gifts from one source (e.g. one company) can't exceed \$50 in value in a calendar year**
 - **Does Not include: Coffee, donuts, Greeting cards, Plaques, and benefits available to the general public**
- **Cannot accept cash or investments**



Fiscal Responsibilities

- **You cannot spend money you don't have
(Anti-Deficiency Act)**
- **Do not spend money which is specified for
a different purpose**
- **Do not spend money for items which do
not represent a current (within the fiscal
year) need
of the government**



GPC Violations





Violations

- **Violations of AFI 64-117**
- **Unauthorized transactions**
 - **Abuse (intentional improper use)**
 - **Misuse (unintentional improper use)**
- **Accomplish a MFR**



Violations

- **50 Space Wing Policy**
 - **1st Offense** - CONS/CC notification to unit CC, 30-day suspension, and remedial training
 - **2nd Offense** - CONS/CC notification to unit CC, 60-day GPC suspension, and remedial training for Approving Official and Cardholder
 - **3rd Offense** - MSG/CC notification to group CC, Cardholder's GPC card cancelled, Approving Official duties reassigned
 - **4th Offense** - Unit loses GPC privileges for 1 year



Violations

- **Other possible results**
 - **Counseling**
 - **Liability**
 - **Disciplined under DOD and USAF directives/regulations**
 - **Suspension or termination of card**
 - **Retraining**



The Bank Card System



The Bank Card System

- **Bank functions and Responsibilities**
 - **Web-based training**
 - **Card distribution**
 - **Replacement of lost or stolen cards**
 - **Card reissue (Every two years)**
 - **Reports are available through electronic system**
 - **Foreign Draft Service**
 - **Customer Service (24/7)**
 - **Transaction authorization and verification, reporting of lost or stolen cards, account inquiries**
 - **888-994-6722**



The Bank Card System

- **C.A.R.E. – Customer Automated Reporting Environment**
 - **User ID and Password**
 - **Self Registry for new cardholders**
 - **GPC Office orders login for billing officials and anyone who has previously used the CARE system under another account**
 - **Billing Cycle - Closes on 19th of Month**
 - **20th of the month to the 19th of the next month (e.g. 20 Jan - 19 Feb)**



Customer Automated Reporting Environment (C.A.R.E.)

<https://care.usbank.com>



What is C.A.R.E.?

- **Electronic program management tool**
 - **Online banking, Transaction management**
- **Available 24/7**
- **Fast Pay - receive greater rebates**



CARE Overview

- **Customer Service/Technical Support**
 - **1-888-994-6722 * ***
 - **Locked out**
 - **Card rejecting**
 - **Reset CARE password**
 - **8-12 characters**
 - **Alphanumeric**
 - **No special characters or punctuation**



Getting Started in CARE

- **Web-Based CARE Training**

<https://wbt.care.usbank.com>

- **User ID = usbank**
- **Password = demonstrate (effective 8 Dec)**
 - (The password changes periodically, so call A/OPC if it does not seem to be working)
- **Select Government CPP**



Transaction Management Log

- **Mandatory**
 - **Contracting Policy Memo (16 May 2001) mandated use of electronic log in CARE**
 - **Paper statements are no longer mailed**
 - **Follow instructions to print out from CARE (handout)**



FLOW



Must **reconcile** all transactions and **approve** statement within 3 days following the cycle close



From 1st day, but NLT 15 days after cycle close, **approves**



consolidated statement
Certifies invoice



US Bank receives payment



CH Process Flow

- Enter transactions into electronic log
- Reconcile transactions at anytime during the cycle until cycle close (Log detail tab)
- After cycle close date, any remaining transactions must be reconciled prior to statement approval
- Dispute transactions if necessary. Print copy of report
- Approve consolidated statement
- All of the above must be accomplished within 15 days after cycle close (before the 10th of the month)



Approving Official Process Flow

- Review cardholder transactions throughout cycle (Transaction Management Link)
- After cycle close, approve cardholders' statements into one consolidated statement
- Consolidated statement can only be approved after all cardholders' statements have been approved
- The above must be accomplished within 30 days of cycle close
- If a CH does not approve transactions or statement, BO can act on behalf of CH up to 15 days after cycle close



CARE Tips & Points of Interest

- Do not use the back and forward navigational toggle
- Must still approve cycle statement even if no activity for the month
- Dispute any erroneous charges
- CARE times out if idle. Do not take a long time to input transactions. Update often
- Start logging into CARE as soon as User ID and password are received
- FSO and GPC Office will send delinquency notices.